

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

24-03

6/18/03

WORKPLACE VIOLENCE POLICY STATEMENT

It is the FSIS policy that all employees, customers, contractors and visitors to the worksite enjoy a positive, respectful and productive work environment. The worksite environment shall remain free of behavior, actions, or language causing or contributing to workplace harassment or bullying. Violence, the threat of violence, or harassment or bullying by or against an FSIS employee is unacceptable and will not be tolerated.

It is a violation of Agency policy to possess, use or threaten use of a firearm, explosive, or other dangerous weapon at a worksite or in a vehicle used for official business. Use knives, hooks, box cutters, letter openers, or other devices on the job for intended tasks. Inappropriate reference to or threatening use of these devices in a manner contrary to the intended purpose is unacceptable. Violators may be subject to disciplinary action and possible criminal charges.

An employee must report any act or threat of workplace violence promptly to the supervisor, manager, or other official. Supervisors shall keep the Workplace Violence Prevention Assessment Team apprised of any situation that may become a potential or actual violence, that relates to the workplace or an FSIS employee's status with the Agency. This may include situations that occur outside the employee's tour of duty and away from the worksite. Report these incidents on FSIS Form 4735-4, Reporting Form for Assault, Threats of Assault, Intimidation, or Interference. In an emergency **or an imminent danger situation**, an employee shall report violence directly to law enforcement officials.

Supervisors shall act immediately on each complaint of workplace violence. Refer questions concerning the application of this notice to the FSIS Workplace Violence Prevention Coordinator by calling (202) 690-1999. If a supervisor fails to take action, an employee calls the next line supervisor or a member of the FSIS Workplace Violence Prevention Assessment Team. An employee may reach the **assessment team members** on the 24-hour, toll free pager number by calling **1-888-894-6217**. Team members return pager calls as soon as possible. Supervisors who are aware of workplace harassment or bullying and fail to take immediate, appropriate, corrective action, or fail to report such behavior, may be subject to disciplinary or adverse action.

DISTRIBUTION:
All Employees

NOTICE EXPIRES:
June 1, 2004

OPI:
OM – Labor and Employee
Relations Division

Remember, it is each employee's responsibility to prevent workplace violence. We should **treat every employee and customer fairly, equitably, and with dignity and respect at all times.**

This notice cancels FSIS Notice 19-03 dated 5/28/03.


Acting Deputy Administrator
Office of Management